Annex C - Part e

SCHEDULE OF BUDGET PROPOSALS AND EIA REFERENCE NUMBERS - CITY MANAGEMENT

Proposal Reference Number	Proposal Description	Cabinet Portfolio	Full?
5.1	Highways - Alternative Service Delivery Models	City Management	Part 1 only
5.2	Highways - Service Level Changes	City Management	Part 1 only
5.3	Highways - Alternative Sources of Funding	City Management	Part 1 only
5.4	Area Based Working / City Management Transformation	City Management	Part 1 only
5.5	Area Management - phase 2	City Management	Part 1 only
5.6	Road Management fees income	City Management	Part 1 only
5.7	Efficiencies in Public Conveniences Procurement	City Management	Part 1 only
5.8	Commercial waste income	City Management	Part 1 only
5.11	Energy efficient street lights	City Management	Part 1 only

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- <u>Step-by-Step Guidance to the questions</u>
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SEB will monitor compliance with the requirement to complete EIAs.

5,1,5.2,5.3

Title of Proposal

Built Environment Transformation (MTP Savings): 5.1 – Alternative Service Delivery Model Proposals, 5.2 – Service Level Changes, 5.3 Alternative Sources of Funding

Lead Officer

- i. Sally Keiller
- ii. Head of Contracts, Highways Infrastructure and Public Realm
- iii. City Management and Communities
- iv. skeiller@westminster.gov.uk, 020 7641 3808

Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information. Yes X No

Date of original EIA: 1 August 2014

Version number and date of update

You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.

Version 2 – 19 November 2015

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?
	 What is the project, policy or proposal?
	This EIA covers three MTP Savings proposals, reference 5.1, 5.2 and 5.3. These proposals are
	aimed at implementing a series of changes to existing service delivery across The Highways
	Infrastructure and Public Realm services and contracts which were transferred to City
	Management and Communities from 1 April 2015. Proposals focus on 3 main themes:
	Identifying alternative service delivery models
	 Utilising alternative sources of funding for core activities
	Reviewing existing service levels
	• What is the purpose of the policy/project/activity/strategy?
	The purpose of these proposals are to ensure that the Built Environment is operating
	efficiently and effectively, providing a good customer service and meeting medium term
	savings targets.
	In what context will it operate?
	This Business Case covers a series of proposal which will all have their own timetable and
	implementation process. This Business Plan will operate as the overarching monitoring tool
	for implementation and monitoring of the individual proposals.

	• What results are intended result of the prop				
	To achieve a medium to from 2015/16 across C	erm saving in 1			ver three years
	 To deliver services in the 				
	 To minimise impact on 				
2	 To deliver where possi 		ed customer ser	vice and minimise	the impact on
	Westminster's Business	ses, Residents	and Tourists		and impact on
	To adopt new technolo	ogy to improve	e efficiency and c	ustomer service	
	• Why is it needed?			а.	
122	Central Governments reduction				
	for Local Authorities. As a con				
	across Built Environment over gap. Failure to achieve sufficier				
	Westminster's overall budget.				
	order to allow time to develop				
	from April 2015.			1	
				с.	
s.	Who is it intended to b			8	
-	The intended benefits will cove	er all of Westr	ninster's Resider	nts, Tourists and V	Workers.
	 Who, potentially, could and how? 	a this project,	policy or propos	sal have a detrim	ental effect on,
	Some of the individual proposa	als could have	a detrimental of	fact on Westmins	ter's Residents
	Tourists and Workers, such as a				2
	made to keep any detrimental		-	vels) sur every er	
	A member of the public should	have a good g	rasp of the prop	osal after reading	this section.
1.2	Does the project, policy or			and the second sec	Show of the second s
	impact on any of the follo	wing groups	? If so, is the	impact positive	e or
	negative?				
		None	Positive	Negative	Not sure
	Disabled people	x			
	Particular ethnic groups	x			
	Men or women (include	x			
	impacts due to pregnancy/			5	
	maternity)				
	People or particular sexual	x			
	orientation/s				
	People who are proposing to	x			
	undergo, are undergoing or have undergone a process or				
	part of a process of gender			5	8
	reassignment				9
	People on low incomes	x			
	People in particular age	x			
	copic in particular age				

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groups			
Groups with particular faiths	x		
and beliefs		й 	
Are there any other groups	None		
that you think may be			
affected negatively or			
positively by this project,			
policy or proposal?			
	5.		

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and communities will be?	x	
	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.		
	Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.	e	
1.4	Using the screening and information in que assessment be carried out on the project,		2011년 1월 17일 - 18일 - 2012년 1월 1 - 2012년 1월 18일 - 2012 - 2012년 1월 18일 - 2012

Yes No x

1.5 How have you come to this decision?

This Business Case/proposal is an overarching framework to show how the City Management and Communities is responding to savings requirements and as such has no negative impact on groups or communities.

The individual proposals each with their own timeline and implementation process may have some impact. As part of their natural implementation process some proposals may have to produce and EIA and this will done at the appropriate time for that proposal.

For example one of the proposal is for Adaptive Lighting which may involve dimming and trimming' street lights. This will require and EIA. Conversely, identified efficiency savings that have 'no impact on service' delivery would not have to produce an EIA.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service.

2.1	are likely to be impacted by the	will use your service or facility and identify who proposal a about a particular group then use the results of local surveys
		tional trends or anecdotal evidence (indicate where this is the
	How many people use the service	A million visitors each day to Westminster will all
	currently? What is this as a % of	interact at some point with the services linked to the
	Westminster's population?	proposals. This is 4.4 times the resident population.
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

2.2	Summary (to be completed folle	owing analysi	s of the evide	nce above)	
×	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the		· · · · · ·	1.54	
	impact positive or negative?		1		2
	Disabled people	x			
	Particular ethnic groups	x			
	Men or women (include impacts due	x	£		
5	to pregnancy/maternity)	Ē			
0 	People of particular sexual	x			
	orientations				
	People who are proposing to	x			
	undergo, are undergoing or have				

undergone a process or part of a process of gender reassignment		Υ.	
People on low incomes	x		
People in particular age groups	x		
Groups with particular faiths and beliefs	x		
Are there any other groups that you think this proposal may affect negatively or positively?	x		
	8		

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1		ion activity undertaken in relation to this project,
	policy or proposal	
	i. Who have you consulted with?	
		uired to date but where the individual intitatives I take place with residents groups, disabled groups ed as affected.
	ii. How did you consult? (inc meet)	ing dates, activity undertaken & groups consulted)
3.2	What might the potential impact	on individuals or groups be?
		orientation, transgender, age, faith or belief and
	those on low incomes and other exclude	
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	· ·
	orientation	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Other excluded individuals and	
	groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	the impact? (Remember to think	impact, what can be done to reduce or mitigate about the Council as a whole, another service area may can help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or a action are you taking?	ctual effect on equality, what
	No major change (no impacts identified)	x
	Adjust the policy	
	Continue the policy (impacts identified)	
	Stop and remove the policy	
4.3	Please document the reasons for your decision	
4.4	How will the impact of the project, policy or prop to reduce the impact be monitored?	oosal and any changes made
4.5	Conclusion This section should record the overall impact, who will be i taken to reduce/mitigate impact	mpacted upon and the steps being

SECTION 5: Next Steps

Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps. gaps. NB. Add any additional rows, if required. Action Required Equality Groups Intended Outcome Resources Needed Name of Lead, Completion Date RAG Action Required Targeted Intended Outcome Resources Needed Name of Lead, Completion Date RAG Image: Targeted Intended Outcome Resources Needed Name of Lead, Completion Date RAG Image: Targeted Image: Targeted <th>5.1</th> <th>Action Plan</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	5.1	Action Plan						
gaps. NB. Add any additional rows, if required. Action Required Equality Groups Intended Outcome Resources Needed Name of Lead, Completion Date Action Required Equality Groups Intended Outcome Resources Needed Name of Lead, Completion Date Targeted Targeted Details Details Details Image: Completion Date Image: Completed Image: Completed Image: Completed Image: Completion Date Image: Completion Date Image: Completed Image: Completed Image: Completed Image: Completed Image: Completion Date Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed Image: Completed <th>High</th> <th>Complete the action</th> <th>plan if you need to re</th> <th>duce or remove the n</th> <th>egative impacts you h</th> <th>ave identified, take si</th> <th>eps to foster good re</th> <th>lations or fill data</th>	High	Complete the action	plan if you need to re	duce or remove the n	egative impacts you h	ave identified, take si	eps to foster good re	lations or fill data
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Action Required Equality Groups Intended Outcome Resources Needed Name of Lead, Completion Date Targeted Targeted Unit & Contact (DD/MM/YY) Details Details Details Image in the image	- Built	NB. Add any additio	nal rows, if required.					
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	viron		Targeted			Unit & Contact	(DD/MM/YY)	
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	t Tra						2	4
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	orm							
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	Further actions to be developed	[Enter here any actions that can be developed in future to reduce the risk identified]	
	Current risk score	[Using the key below, enter the current risk score]	т. Т. Т.
	Actions in place to mitigate the risk	[Record here any actions already in place to reduce the risk]	
	Impact	[Enter here the likely impact if the risk came to pass]	
	1 1	to ii. E	Impact: I Catastrophic II Critical III Marginal IV Negligible ossible
k Table	Risk	[Enter risk here]	Likelihood: Likelihood: A Very high B High C Significant C Significant t W III I - E Very low F Almost impossible
5.2 Risk Table	Ref	R1.1	Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z Z

5.1-5.3 Highways - Built Environment Transformation

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name:Sally Keiller.....

Unit: Highways Infrastructure and Public Realm, City Management and Communities

Email & Telephone Ext: 3808

Date of Completion (DD/MM/YY): 19/11/15

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk

EQUALITY IMPACT ASSESSMENT TOOL

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Title of Proposal

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Lead Officer

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	implementation process. This Business Plan will operate as the overarching monitoring tool
	for implementation and monitoring of the individual proposals.

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	The intended result of the prop		avanua fundina		
	To achieve a medium to from 2015/16 across C	ity Manageme	revenue funding	of £1./3million ov	er three years
	 To deliver services in the 				
	 To minimise impact on 				
2	To deliver where possi		ed customer serv	vice and minimise	the impact on
	Westminster's Business	ses, Residents	and Tourists		
	To adopt new technolo	ogy to improve	e efficiency and c	ustomer service	
	• Why is it needed?			×	
	Central Governments reduction				
	for Local Authorities. As a con				
	across Built Environment over gap. Failure to achieve sufficier				
	Westminster's overall budget.	This collection	n of proposals co	ommenced in Aug	ust 2014 in
	order to allow time to develop				
	from April 2015.				
		<i></i>	2	•	
е 1	• Who is it intended to b The intended benefits will cover			ts Tourists and W	Norkors
	The intended benefits will cove	an or vvest	minster 3 Resider	its, i ourists and v	vorkers.
	Who, potentially, could	this project,	policy or propos	al have a detrime	ental effect on.
	and how?	, , ,	,,,,,		,
	Some of the individual proposa	als could have	a detrimental ef	fect on Westmins	ter's Residents,
	Tourists and Workers, such as a			vels, but every eff	ort will be
	made to keep any detrimental	effect to a mir	nimum.		
	A member of the public should	have a aood a	rasp of the prop	osal after readina	this section.
×				eeu aj ter reading	
1.2	Does the project, policy or	r proposal h	ave the poten	tial to disprop	ortionately
	impact on any of the follo			the state of the second s	and the second
	negative?		, , , , , , , , , , , , , , , , , , , ,		
		None	Positive	Negative	Not sure
	Disabled people	x			
	Particular ethnic groups	x			
	Men or women (include	x			
	impacts due to pregnancy/				
	maternity)				
	People or particular sexual	x			
	orientation/s				
	People who are proposing to undergo, are undergoing or	x			
	have undergone a process or	3			
	part of a process of gender		·		A
	reassignment				
	People on low incomes	x			
	People in particular age	x			
i		· · · · · · · · · · · · · · · · · · ·			

groups			
Groups with particular faiths	x		
and beliefs		й 	
Are there any other groups	None		
that you think may be			
affected negatively or			
positively by this project,			
policy or proposal?			
	5.		

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and communities will be?	x	
	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups.		, K.
	Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.	с	

Yes No x

1.5 How have you come to this decision?

This Business Case/proposal is an overarching framework to show how the City Management and Communities is responding to savings requirements and as such has no negative impact on groups or communities.

The individual proposals each with their own timeline and implementation process may have some impact. As part of their natural implementation process some proposals may have to produce and EIA and this will done at the appropriate time for that proposal.

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	are likely to be impacted by the	
		a about a particular group then use the results of local surveys
	case). Please attempt to complet	tional trends or anecdotal evidence (indicate where this is the e all boxes.
	How many people use the service	A million visitors each day to Westminster will all
	currently? What is this as a % of	interact at some point with the services linked to the
	Westminster's population?	proposals. This is 4.4 times the resident population.
	Disabled people	
	Particular ethnic groups	
N	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to	
ж. -	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	2
	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

2.2	Summary (to be completed folle	owing analysi	s of the evide	nce above)	
×	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the		· · · · · ·	1.54	
	impact positive or negative?		1		2
	Disabled people	x			
	Particular ethnic groups	x			
	Men or women (include impacts due	x	£		
5	to pregnancy/maternity)	Ē			
0 	People of particular sexual	x			
	orientations				
	People who are proposing to	x			
	undergo, are undergoing or have				

undergone a process or part of a process of gender reassignment		Υ.	
People on low incomes	x		
People in particular age groups	x		
Groups with particular faiths and beliefs	x		
Are there any other groups that you think this proposal may affect negatively or positively?	x		
	8		

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1		ion activity undertaken in relation to this project,
	policy or proposal	가 있는 것은 것 같은 것 것 같은 것 것 같은 것 것 것 것 것 것 것 것 같은 것 것 같은 것 같 것 같
	i. Who have you consulted with?	والمعالية والمعادية والمعالية والمعالية والمعالية والمعالية والمعالية والمعالية والمعالية والمعالية والمعالية
		uired to date but where the individual intitatives
		I take place with residents groups, disabled groups
	and any other group identified	ed as affected.
	"	in a data antivity undertaken & groups consulted)
	II. How did you consult? (Inc meet	ing dates, activity undertaken & groups consulted)
2.2	What might the potential impact	on individuals or groups be?
3.2		orientation, transgender, age, faith or belief and
	those on low incomes and other exclude	
		a maiviadais or groups
	Generic impact (across all groups)	
	Men or women (include impacts due	с.,
	to pregnancy/maternity)	
	People of particular sexual	
	orientation	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
2.5	process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Other excluded individuals and	
	groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

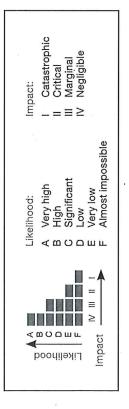
4.1	the impact? (Remember to think	impact, what can be done to reduce or mitigate about the Council as a whole, another service area may can help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or a action are you taking?	ctual effect on equality, what
	No major change (no impacts identified)	x
	Adjust the policy	
	Continue the policy (impacts identified)	
	Stop and remove the policy	
4.3	Please document the reasons for your decision	
4.4	How will the impact of the project, policy or prop to reduce the impact be monitored?	oosal and any changes made
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	This section should record the overall impact, who will be in taken to reduce/mitigate impact	mpacted upon and the steps being

SECTION 5: Next Steps

Action Plan Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps. NB. Add any additional rows, if required. Action Required Equality Groups Instructed Equality Groups Instructed Unit & Contact Instructed Details Instructed Intended Outcome Resources Needed Name of Lead, Instructed Details Instructed Details Instructed Details

5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
					2



5.2 Highways - Service Level Changes

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name:Sally Keiller.....

Unit: Highways Infrastructure and Public Realm, City Management and Communities

Email & Telephone Ext: 3808

Date of Completion (DD/MM/YY): 19/11/15

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- ElAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal

CITY MANAGEMENT TRANSFORMATION PROGRAMME

Lead Officer

- i. Jackie Gibson
- ii. Joint Head of Commissioning
- iii. City Management
- iv. 0207 641 1819 jgibson@westminster.gov.uk

Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.

Yes 📄 No 🖂

Date of original EIA: 3rd July 2014

Version number and date of update

You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.

Version 2 – 31st October 2014

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?
	Transformation programme to deliver a holistic and co-ordinated approach to the delivery of
	City Management services (with an initial focus on Premises Management, Street
	Management and Commissioning services). Comprises:
	1)Analysis of "as is" processes and customer journey mapping
	2)Design of a new target operating model (TOM)and staffing structure
	3)Implementation of the new staffing structure and target operating model
	4)Delivery of discreet transformation work streams within services as identified from the
	analysis stage
	Rationale:
	Our vision is for a new TOM and structure that aligns with our set of City Management service principles. These principles focus on streamlined services, more effective joint working,
	engaged local communities, improved customer experience and intelligent based deployment of staff.
	Key Benefits:
×.	Key benefits are more efficient use of resources and better customer experience.
1.2	Does the project, policy or proposal have the potential to disproportionately
	impact on any of the following groups? If so, is the impact positive or negative?
	2

		None	Positive	Negative	Not sure
	Disabled people				
			Reasonable		
			adjustments will be made for		
			disabled staff to		
		р	ensure they are	- 65	
	·		not placed at a	5	
	1		disadvantage		
		×	because of	8	×
			their disability in any		
			recruitment &		
			selection		
			process		
	Particular ethnic groups				
	×		Support will be		
			offered by the		
			department for staff who have		
	а. — — — — — — — — — — — — — — — — — — —		English as an		
			additional		
		а.	language to		
			ensure they are		
			not		
		La Contra	disadvantaged		
			at the interview		
2			& assessment		
	Man ar woman (include	\square	process		F -1
	Men or women (include		Under current		
	impacts due to pregnancy/		maternity leave		×
÷	maternity)		regulations	2	a a
			women on		
			maternity leave		
			<u>should</u> be given priority when		
			considering	×	
	•		suitable		
			alternative		
			employment		
	<i>i</i> .		Additional support may be		
			required to		
			interview &		
			assess	×	
			vulnerable staff		
			who are on		
			maternity leave;		
÷.			identified as		
			carers or are on long term	a	
			absence)		
	People or particular sexual	\square			
	orientation/s				
				·	
	People who are proposing to				
	undergo, are undergoing or				
	have undergone a process or				
	part of a process of gender			· *	
<i>n</i>	reassignment				

5.4 Area Based Working / City Management Transformation

5 ₁	People on low incomes	\square		
	People in particular age groups		Increased opportunity for flexible retirement	
	Groups with particular faiths and beliefs		Support may be required for staff observing Ramadan and Rosh Hashanah during the interview and assessment process	
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?			

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and	\boxtimes	
	communities will be?	а 15	
	None or minimal impact would be where there is		
	no negative impact identified, or where there		
	will be no change to the services for any groups.		
	Wherever a negative impact has been identified		
	you should consider undertaking a full EIA by		
	completing the rest of the form.	*	
1.4	Using the screening and information in quassessment be carried out on the project,		내는 것 못 한 것을 받았어? 것을 것을 받을

Yes	No	\boxtimes
-----	----	-------------

1.5 How have you come to this decision? This project will involve a reorganisation and structural change involving the loss of jobs. At this point in time this project does not <u>disproportionately</u> impact any of the above groups. As the project progresses the need for a full EIA will be kept under review. a) We have considered that people with "Protected Characteristics" may be affected by the proposed reorganisation b) Systems have been considered and will be put in place at the appropriate time

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service.

2.1	Build up a picture of who uses/ are likely to be impacted by the	will use your service or facility and identify who proposal
		a about a particular group then use the results of local surveys
	or consultations, census data, na	tional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complet	
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	ES de	
5	Particular ethnic groups	
1		· · · · · · · · · · · · · · · · · · ·
	Men or women (include impacts due	
	to pregnancy/maternity)	
	×	
	People of particular sexual	
	orientations	
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	

2.2	Summary (to be completed follo	owing analysi	s of the evider	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a	2 2			
	disproportionate impact on any of		120	2	
	the following groups? If so, is the		2 2		
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have			2	

undergone a process or part of a process of gender reassignment		
People on low incomes		
People in particular age groups		
Groups with particular faiths and beliefs		
Are there any other groups that you think this proposal may affect negatively or positively?		
		9

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	Consultation Information This section should record the consultation policy or proposal i. Who have you consulted with	activity undertaken in relation to this project,
		ting dates, activity undertaken & groups consulted)
3.2	those on low incomes and other excluded	ientation, transgender, age, faith or belief and
	Generic impact (across all groups)	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	а. С
	orientation	· · · · · · · · · · · · · · · · · · ·
	People who are proposing to	*
	undergo, are undergoing or have	
	undergone a process or part of a process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	the impact? (Remember to think a	impact, what can be done to reduce or mitigate bout the Council as a whole, another service area may can help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or a action are you taking?	ctual effect on equality, what
	No major change (no impacts identified)	
	Adjust the policy	
	Continue the policy (impacts identified)	
	Stop and remove the policy	
4.3	Please document the reasons for your decision	
4.3 4.4	Please document the reasons for your decision How will the impact of the project, policy or prop to reduce the impact be monitored?	oosal and any changes made

SECTION 5: Next Steps

ATea Bas	Action Plan Complete the actior	ו plan if you need to re	Action Plan Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data	sgative impacts you h	ave identified, take s	teps to foster good re	lations or fill data
ed Working	gaps. NB. Add any additic	gaps. NB. Add any additional rows, if required.					
/ City Mana	Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
geme							
ent							
Trar							K.
nsfor		~					
mation							t

	o be	ctions oped ce the		
	Further actions to be developed	[Enter here any actions that can be developed in future to reduce the risk identified]		
· / ·	Current risk score	[Using the key below, enter the current risk score]		
	Actions in place to mitigate the risk	[Record here any actions already in place to reduce the risk]		
	mpact	[Enter here the likely impact if the risk came to pass]		
	μ	to in E		Impact: I Catastrophic I Critical II Marginal IV Negligible
le		[Enter risk here]	* .	Likelihood: A Very high B High C Significant C Significant D Low F Almossible
5.2 Risk Table	Ref Risk	R1.1 [Ente		Tikelihood ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

5.4 Area Based Working / City Management Transformation

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature: J. S. Cubson
Full Name: Tracino Curson
Unit: an Mangaoment
Email & Telephone Ext: <u>Jabson & Westminster</u> over ML Date of Completion (DD/MM/YY): <u>15th Jan 2016</u> Date of Completion (DD/MM/YY): <u>15th Jan 2016</u>
Date of Completion (DD/MM/YY): 10 000 2016

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- <u>Step-by-Step Guidance to the questions</u>
- An EIA e-learning module is available for all Westminster staff: <u>www.learningpool.com/westminster/course/view.php?id=159</u>

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Area Management Phase 2
Lead Officers
i. Full Name Richard Barker and Jackie Gibson
ii. Position - Director of Community Services (RB) and Head of Strategy & Development (JG)
iii. Departments: City Management & Communities
iv. Contact Details rbarker@westminster .gov.uk and jgibson@westminster .gov.uk
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No 🔀
Date of original EIA: n/a
Version number and date of update
You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.
Version 1 Version 2- 13 th January 2016

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?
	 What is the project, policy or proposal?
	 What is the purpose of the policy/project/activity/strategy?
	 In what context will it operate?
	 What results are intended?
	Why is it needed?
	 Who is it intended to benefit and how?
	 Who, potentially, could this project, policy or proposal have a detrimental effect on, and how?
	A member of the public should have a good grasp of the proposal after reading this section.
	At present, a number of common activities and processes which take place within Housing Estates (i.e. delivered by CWL/ RSLs) and across the rest of the Council's assets and areas of
	responsibility (i.e. delivered by City Management services) are undertaken differently. This creates fragmentation, duplication, a lack of coordination and inefficiencies. The proposal is
L	

to review the delivery of services (including public realm maintenance, parking enforcement, permit administration, Anti Social Behaviour enforcement, community development activities and property management) and embed an area focused approach and a more efficient tasking process to deliver efficiencies and savings to the General Fund and potentially to the HRA through a 'value share gain' mechanism.

The proposal seeks to review the delivery arrangements and embed a more efficient & localised tasking process for a number of common activities which include public realm maintenance (roads & pavements, lighting, signage, bollards etc), parking enforcement and garage / parking permits, ASB/ enforcement activities and case work, community development activities and property. Savings would be realised through joint procurement (i.e. to promote economies of scale), localised delivery (i.e. efficient use of resources) and by better recognising the nature and drivers of particular cost areas from housing estates (i.e. there are some services which are targeted and delivered for the exclusive benefit of tenants in Housing Estates which potentially ought to be funded through the HRA and not the General Fund).

1.2 From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following groups? If so, is the impact positive or negative?

	None	Positive	Negative	Not sure
Disabled people				
Particular ethnic groups				
Men or women (include impacts due to pregnancy/ maternity)				
People or particular sexual orientation/s				
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
People on low incomes				
People in particular age groups				
Groups with particular faiths and beliefs				
Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?				

If the answer is "negative" or "unclear" consider doing a full EIA

1.3 What do you think t	hat the overall	None / Minimal	Significant
NEGATIVE impact or	n groups and	\boxtimes	
communities will be	?		
no negative impact iden will be no change to the	<u>services for any groups.</u> pact has been identified lertaking a full EIA by		-

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?
	Yes 🗌 No 🖾
1.5	How have you come to this decision?
	The overall proposition is to develop more efficient ways of delivering local services through an area based approach. The initial proposal does not seek to reduce or fundamentally alter services from the users perspective and therefore should not result in a negative impact for any particular group. A further EIA assessment will be required if the proposal proceeds to a more detailed phase.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.
	How many people use the service currently? What is this as a % of Westminster's population?
	Disabled people Particular ethnic groups
	Men or women (include impacts due to pregnancy/maternity)
	People of particular sexual orientations
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment
	People on low incomes People in particular age groups
	Groups with particular faiths and beliefs
	Any other groups who may be affected by the proposal?

This section should be completed for all proposals that will impact on staff.

2.2	 Build up a picture of the makeup of the workforce profile in the service affected. What is the workforce profile of 					
	the service? As a percentage, how	Group	Service		Council	
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	 Disability 	45-59			854	41%
	• Gender	60-64			115	5%

Gender Reassignment	65 +	33 2%
Ethnicity	Disability	00 270
 Pregnancy and Maternity 	Yes	66 3%
 Religion/Belief 	No	897 43%
Sex	Not Known	1115 54%
Sexual Orientation	Ethnicity	
	Asian/Asian	145 7%
	British	
J.	Black/Black	416 20%
	British	
	Mixed	62 3%
	White	1371 66%
	Other	42 2%
	Unknown	83 4%
	Gender	
	Female	1192 57%
	Male	886 43%
	Pregnancy and Materni	
		gnant or on maternity
	How are they aff	ected by this change
	Religion & Belief	
	There is insufficient data	a to make an assessment on
	this characteristic. Any	issues identified as part of
	the consultation process	s will be included
	Sexual Orientation	
		a to make an assessment on
		issues identified as part of
	the consultation process	s will be included
	Gender Reassignment	
	Data on Gender Reassig	-
	available but it is unlikel	
	impact either positively	of gender reassignment.
	11.	s should identify any issues
	that need to be conside	
	protected characteristic	
Using the information above, are		
any groups of staff		
disproportionately represented		
compared to the Council		
workforce?		
Does TUPE apply to this proposal?		
Will the reorganisation/restructure		
result in an increase or decrease in		
staff numbers? If so, approximately		

how many?	
 Will the reorganisation/restructure result in changes in job roles or	
terms and conditions for staff? If	
so, what changes are proposed?	

2.3	Summary (to be completed foll	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?				

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	i. Who will you consult with?
3.2	What might the potential impact on individuals, groups or staff be?

Consider disability, race, gender, sexual those on low incomes and other exclude	orientation, transgender, age, faith or belief and ed individuals or groups
Generic impact (across all groups)	
Men or women (include impacts due to pregnancy/maternity)	
People of particular sexual orientation	
People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and beliefs	
Other excluded individuals and groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	the impact? (Remember to think ab	mpact, what can be done to reduce or mitigate out the Council as a whole, another service area may an help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or ac	tual effect on equality, what
	action are you taking?	
	No major change (no impacts identified)	
	Adjust the policy/proposal	
	Continue the policy/proposal (impacts identified)	
	Stop and remove the policy/proposal	
4.3	Please document the reasons for your decision	
4.4	How will the impact of the project, policy or prop	osal and any changes made

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

Action Plan

5.5**5**

gaps.						
NB. Add any additi	NB. Add any additional rows, if required.					
Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed Name of Lead, Unit & Contact Details	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG

	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
T. T. Z. Dagement - pha	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]



5.5 Area Management - phase 2

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: RICHARD BARKON
Unit: COMMUNITY SECUCES
Email & Telephone Ext: have wearing your of 62693
Date of Completion (DD/MM/YY):

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- ElAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- <u>Step-by-Step Guidance to the questions</u>
- An EIA e-learning module is available for all Westminster staff: <u>www.learningpool.com/westminster/course/view.php?id=159</u>

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Ttela a	f Duran and
	of Proposal Lef Pood Management Foos
Review	of Road Management Fees
Lead (Officer
i.	Full Name Jonathan Rowing
ii.	Position Head of Service (Road Management)
iii.	Department Public Protection and Licensing- CM&C
iv.	Contact Details x3147
Has th	his project, policy or proposal had an EIA carried out on it previously? If yes,
please	e state date of original and append to this document for information.
Yes 🗌	Νο
Date of	f original EIA:
Versic	on number and date of update
You wil	ll need to update your EIA as you move through the decision-making process. Record the
version	number here and the date you updated the EIA. Keep all versions so you have evidence that
you ha	ve considered equality throughout the process.

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?		
	 What is the project, policy or proposal? 		
	 What is the purpose of the policy/project/activity/strategy? 		
	 In what context will it operate? 		
	 What results are intended? 		
	Why is it needed?		
	 Who is it intended to benefit and how? 		
	 Who, potentially, could this project, policy or proposal have a detrimental effect on, 		
	and how?		
	A member of the public should have a good grasp of the proposal after reading this section. The City Council reviews its fees and charges associated with works licensed or permitted by Road Management on a regular basis. The last significant review occurred in 2011.		
	Most of Road Management's charges are set by statute or regulations and are therefore beyond the power of the Council to alter through this process. Those that are within the Council's power to adjust are: Charges for production of Temporary Traffic Orders, Charges for licensing a Crane on the Highway, Charges for licensing a		

	Structure on the Highway, a Roads and Street Works Act	and Charges t 1991.	for a Licence	under Section 8	50 of the New
	The City Council's authority to operate and set charges for these schemes is defined by legislation. In the main, none can operate purely and intentionally as a means to raise revenue, and charges should have regard to the costs of scheme administration and enforcement. However, in accordance with its statutory responsibility to ensure, where reasonably practicable, the expeditious, safe and convenient movement of traffic, the Council can also have regard to traffic management considerations in setting its charges and is therefore also able to use the charges as a method of managing demand.				
	This fee change proposes increasing the charges to properly reflect the cost changes since the last review. It also proposes that some of the charging policies are revised, for example altering periods for which licences can be issued, to ensure that the costs are more effectively borne by the more disruptive or complex works.				
	There is no detrimental effect increase in costs. The major construction companies or u	ity of custom			
1.2	From a service user and st	aff perspect	tive. does the	proiect, policy	or proposal
1.2	From a service user and st have the potential to <u>disp</u>				
1.2	From a service user and st have the potential to <u>disp</u> groups? If so, is the impac	roportionat	ely impact on		
1.2	have the potential to <u>disp</u>	roportionat	ely impact on		
1.2	have the potential to <u>disp</u>	roportionat t positive oi	<u>ely</u> impact on negative?	any of the follo	owing
1.2	have the potential to <u>disp</u> groups? If so, is the impac	roportionat t positive or None	<u>ely</u> impact on negative?	any of the follo	owing
1.2	have the potential to <u>disp</u> groups? If so, is the impac Disabled people	roportionat t positive or None	<u>ely</u> impact on negative?	any of the follo	owing
1.2	have the potential to <u>disp</u> groups? If so, is the impac Disabled people Particular ethnic groups Men or women (include impacts due to pregnancy/	roportionat t positive or None	<u>ely</u> impact on negative?	any of the follo	owing
1.2	have the potential to displ groups? If so, is the impace Disabled people Particular ethnic groups Men or women (include impacts due to pregnancy/ maternity) People or particular sexual orientation/s People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender	roportionat t positive or None	<u>ely</u> impact on negative?	any of the follo	owing
1.2	have the potential to displ groups? If so, is the impace Disabled people Particular ethnic groups Men or women (include impacts due to pregnancy/ maternity) People or particular sexual orientation/s People who are proposing to undergo, are undergoing or have undergone a process or	roportionat t positive or None	<u>ely</u> impact on negative?	any of the follo	owing

If the answer is "negative" or "unclear" consider doing a full EIA

 \boxtimes

and beliefs

Groups with particular faiths

Are there any other groups

that you think may be affected negatively or positively by this project,

policy or proposal?

\$

 \boxtimes

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and	\boxtimes	
	communities will be?		
	None or minimal impact would be where there is		
	no negative impact identified, or where there		
	will be no change to the services for any groups.		
	Wherever a negative impact has been identified		
	you should consider undertaking a full EIA by completing the rest of the form.		

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal? Yes No 🛛
1.5	How have you come to this decision?
	While the fees have risen they are only in line with the actual costs of the service and following no increase in fees for around 5 years. These fees apply equally to all applicants.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	 Build up a picture of who uses/will use your service or facility and identify who are likely to be impacted by the proposal If you do not formally collect data about a particular group then use the results of local surveys or consultations, census data, national trends or anecdotal evidence (indicate where this is the case). Please attempt to complete all boxes.
	How many people use the service
	currently? What is this as a % of Westminster's population?
	Disabled people
	Particular ethnic groups
	Men or women (include impacts due to pregnancy/maternity)
	People of particular sexual orientations
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment
	People on low incomes
	People in particular age groups
	Groups with particular faiths and beliefs
	Any other groups who may be affected by the proposal?

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeu affected.	p of the woi	rkforce pro	ofile in t	the servio	ce
	What is the workforce profile of				1	
	the service? As a percentage, how	Group	Servic	e	Counci	
	does this compare to the profile of		No	%	No	%
	Westminster City Council	Age				
	workforce?	16-24			35	2%
		25-29			148	7%
	• Age	30-44			893	43%
	 Disability 	45-59			854	41%
	Gender	60-64			115	5%

Gender Reassignment	65 +	33 2%		
Ethnicity	Disability	00 2/0		
 Pregnancy and Maternity 	Yes	66 3%		
 Religion/Belief 	No	897 43%		
Sex	Not Known	1115 54%		
Sexual Orientation	Ethnicity			
Sexual Orientation	Asian/Asian	145 7%		
	British			
	Black/Black	416 20%		
	British			
	Mixed	62 3%		
	White	1371 66%		
	Other	42 2%		
	Unknown	83 4%		
	Gender			
	Female	1192 57%		
	Male	886 43%		
	Pregnancy and Maternity			
	 Are any staff pregr 	nant or on maternity		
	 How are they affect 	cted by this change		
	Religion & Belief			
	There is insufficient data	to make an assessment on		
	this characteristic. Any is			
	the consultation process v	will be included		
	Sexual Orientation			
	There is insufficient data	to make an assessment on		
	this characteristic. Any is	sues identified as part of		
	the consultation process v	will be included		
	Gender Reassignment			
	Data on Gender Reassign	-		
	available but it is unlikely			
	impact either positively o	200 M		
	protected characteristic o			
		should identify any issues		
	that need to be considered	ed with regards to this		
	protected characteristic.			
Using the information above, are				
any groups of staff				
disproportionately represented				
compared to the Council workforce?				
Does TUPE apply to this proposal?				
Will the reorganisation/restructure				
result in an increase or decrease in				
Will the reorganisation/restructure result in an increase or decrease in staff numbers? If so, approximately				

how many?	
Will the reorganisation/restructure	
result in changes in job roles or terms and conditions for staff? If	
so, what changes are proposed?	

2.3	Summary (to be completed foll	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal have the potential to have a	None	Positive	Negative	Not sure
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and beliefs				
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?				

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	i. Who will you consult with?
	ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be?

	rientation, transgender, age, faith or belief and
those on low incomes and other excluded	individuals or groups
Generic impact (across all groups)	
Men or women (include impacts due	
to pregnancy/maternity)	
People of particular sexual	
orientation	
People who are proposing to	
undergo, are undergoing or have	
undergone a process or part of a	
process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	
People in particular age groups	
Groups with particular faiths and	
beliefs	
Other excluded individuals and	
groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Where you have identified an impact, what can be done to reduce or mitigate the impact? (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact).		
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact	
	Impact 2: [Insert impact here]		
	Impact 3: [Insert impact here]		
	Impact 4: [Insert impact here]		
	Impact 5: [Insert impact here]		

4.2	Now that you have considered the potential or ac action are you taking?	tual effect on equality, what
	No major change (no impacts identified)	
	Adjust the policy/proposal	
	Continue the policy/proposal (impacts identified)	
	Stop and remove the policy/proposal	
4.3	Please document the reasons for your decision	
4.4	How will the impact of the project, policy or prop	osal and any changes made

	to reduce the impact be monitored?
4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

SECTION 5: Next Steps

Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to joster good relations or fill data gaps. NB. Add any additional rows, if required. Action Required Equality Groups Intended Unit & Contact Intended Intended Intended Unit & Contact Intended Intended Intended	5 ₂ 1	Action Plan						
NB. Add any additional rows, if required. Equality Groups Intended Outcome Resources Needed Name of Lead, Completion Date Action Required Equality Groups Intended Outcome Resources Needed Name of Lead, Completion Date Targeted Targeted Details Details Details Image of Lead, Image of Lead, Image of Lead Image of Lead, Details Image of Lead, Image of Lead, Image of Lead, Image of Lead, Image of Lead Image of Lead,	ad Manage	Complete the action gaps.	ı plan if you need to re	duce or remove the n	egative impacts you h	ave identified, take si	teps to foster good rel	lations or fill data
Action Required Equality Groups Intended Outcome Resources Needed Name of Lead, Completion Date Targeted Targeted Unit & Contact (DD/MM/YY) Details Details Details Image of Lead, Image of Lead, Image of the second of the		NB. Add any additio	nal rows, if required.					
		Action Required	Equality Groups Targeted	Intended Outcome	Resources Needed	Name of Lead, Unit & Contact Details	Completion Date (DD/MM/YY)	RAG
				-				

	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to	Current risk score	Further actions to be
	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	Leveloped [Enter here any actions that can be developed in future to reduce the
					risk identified]

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5.6 Road Management fees income

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name: Jonathan Rowich
Unit: Public Protection and Licencing.
Email & Telephone Ext:
Date of Completion (DD/MM/YY): 15/1/16.

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk



EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- ElAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- <u>Step-by-Step Guidance to the questions</u>
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal

Efficiencies in Public Conveniences Procurement (MTP Ref. 5.7)

Lead Officer

i. Mark Banks

ii. Head of Waste & Parks

iii. City Management & Communities

iv. mbanks@westminster.gov.uk

Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.

Yes No X

Date of original EIA:

Version number and date of update

Version 1.0

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing	?				
	 What is the project, processing the procession of the		1? To change the	way public conv	eniences	
	 What is the purpose efficiencies and ther 				rocurement	
	 In what context will i 	t operate? Medi	um Term Plannin	g		
	 What results are interested. 	nded? Reduced	costs	•		
	 Why is it needed? To 	assist the counc	il's financial posi	tion		
	 Who is it intended to 	benefit and how	/? Council – redu	iced costs		
	 Who, potentially, cou 	ıld this project, p	olicy or proposal	have a detriment	al effect on,	
	and how? There will be no detrimental effects as the number of public					
	conveniences will remain the same.					
	A member of the public should have a good grasp of the proposal after reading this section.					
1.2	From a service user and	staff perspect	tive, does the j	project, policy (or proposal	
	have the potential to <u>di</u>					
	groups? If so, is the imp	Construction of the second				
		None	Positive	Negative	Not sure	
	Disabled people	X				
		т.			0	

-			· · · · · · · · · · · · · · · · · · ·	-	
	Particular ethnic groups	X			
	Men or women (include	X			
	impacts due to pregnancy/ maternity)		, a	а л	
	People or particular sexual	X			
	orientation/s				
	People who are proposing to	X			·
, *	undergo, are undergoing or		ан салан салан Селан салан сал	÷	a
	have undergone a process or				8
	part of a process of gender	8 9	17. 18		*
	reassignment				
	People on low incomes	X			
	People in particular age	X			
	groups				<i>z</i> .
	Groups with particular faiths	X			
	and beliefs				
	Are there any other groups	No			
	that you think may be				×.
	affected negatively or			2	
	positively by this project,		,		
5.	policy or proposal?	3		8	
		2			

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and communities will be?		
	None or minimal impact would be where there is	Х	
	<u>no negative impact identified, or where there</u> will be no change to the services for any groups.	<i>t</i>	
	Wherever a negative impact has been identified you should consider undertaking a full EIA by		
	completing the rest of the form.		

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?
1.5	How have you come to this decision? The proposal relates to achieving efficiencies in procurement and therefore does not
а.	impact on service delivery.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1		will use your service or facility and identify who
	are likely to be impacted by the	proposal
		a about a particular group then use the results of local surveys
		tional trends or anecdotal evidence (indicate where this is the
	case). Please attempt to complet	e all boxes.
	How many people use the service	
	currently? What is this as a % of	· · ·
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due	
	to pregnancy/maternity)	
	People of particular sexual	
	orientations	· · · · · · · · · · · · · · · · · · ·
	People who are proposing to	
	undergo, are undergoing or have	
	undergone a process or part of a	
	process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and	
	beliefs	
	Any other groups who may be	
	affected by the proposal?	· · · · · · · · · · · · · · · · · · ·

This section should be completed for all proposals that will impact on staff.

2.2	affected.						
	What is the workforce profile of		4				
	the service? As a percentage, how	Group	Service		Counci		
	does this compare to the profile of		No	%	No	%	
	Westminster City Council	Age	2				
	workforce?	16-24			35	2%	
		25-29			148	7%	
	.• Age	30-44		-	893	43%	
	 Disability 	45-59		0	854	41%	
	• Gender	60-64			115	5%	
	 Gender Reassignment 	65 +			33	2%	
	Ethnicity	Disability		te			

4

	 Pregnancy and Maternity 	Yes	66	3%		
	Religion/Belief	No	897	43%		
	● Sex	Not Known	1115	54%		
	 Sexual Orientation 	Ethnicity		-		
		Asian/Asian	145	7%		
		British				
		Black/Black	416	20%		
		British				
		Mixed	62	3%		
		White	1371	66%		
3		Other	. 42	2%		
		Unknown	83	4%		
		Gender				
1		Female	1192	57%		
-		Male	886	43%		
		Pregnancy and Maternity	8	ал. -		
с.		 Are any staff pregn 	ant or on materr	nity		
		 How are they affect 	ted by this chang	ge		
			j.			
		Religion & Belief				
	· ·	There is insufficient data to make an assessment on				
2		this characteristic. Any iss		part of		
		the consultation process w	vill be included			
		Sexual Orientation				
		There is insufficient data to		1		
		this characteristic. Any iss		part of		
		the consultation process w	fill be included			
	в	Gender Reassignment				
		Data on Gender Reassignm				
		available but it is unlikely t				
		impact either positively or protected characteristic of	(E) (C)			
		The consultation process s	0	· · · · · · · · · · · · · · · · · · ·		
-	2	that need to be considered	•	· · · · · · · · · · · · · · · · · · ·		
		protected characteristic.	a with regulas to			
	Using the information above, are					
	any groups of staff					
	disproportionately represented					
	compared to the Council					
	workforce?					
	Does TUPE apply to this proposal?					
		5				
		ł .				
	Will the reorganisation/restructure					
	result in an increase or decrease in	4				
	staff numbers? If so, approximately					
	how many?	• ²				
		. *	ч. С			

•

Will the reorganisation/restructure	
result in changes in job roles or	· · · ·
terms and conditions for staff? If	
so, what changes are proposed?	

2.3	Summary (to be completed follo	owing analysi	s of the evider	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a	94 24	18		×
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
	Disabled people				
-	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual				
*	orientations				
	People who are proposing to				
с	undergo, are undergoing or have				
	undergone a process or part of a				
	process of gender reassignment	3			
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs				-
	Are there any other groups that				
	you think this proposal may affect		2.		
	negatively or positively?				

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be? Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups

Generic impact (across all groups)	
Men or women (include impacts due	
to pregnancy/maternity)	
People of particular sexual	
orientation	
People who are proposing to	X
undergo, are undergoing or have	
undergone a process or part of a	
process of gender reassignment	
Disabled people	
Particular ethnic groups	
People on low incomes	-
People in particular age groups	
Groups with particular faiths and	
beliefs	
Other excluded individuals and	
groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	Image: the impact? (Remember to think about the Council as a whole, another service area may already be providing services which can help to deal with any negative impact). Impact 1: [Insert impact here] Consider options as to what we can do to reduce the impact					
	Impact 2: [Insert impact here]					
	Impact 3: [Insert impact here]					
	Impact 4: [Insert impact here]					
	Impact 5: [Insert impact here]					

4.2	Now that you have considered the potential or actual effect on equality, what action are you taking?				
	No major change (no impacts identified)				
	Adjust the policy/proposal				
	Continue the policy/proposal (impacts identified)				
	Stop and remove the policy/proposal				
4.3	Please document the reasons for your decision				
4.4	How will the impact of the project, policy or proposal and any changes made				
4.4	to reduce the impact be monitored?				

4.5	Conclusion This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact
1. 1.	

SECTION 5: Next Steps

ations or fill data	RAG					
Action Plan Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps. NB. Add any additional rows, if required.	Completion Date (DD/MM/YY)					
ave identified, take s	Name of Lead, Unit & Contact Details					
egative impacts you h	Resources Needed					
luce or remove the ne	Intended Outcome Resources Needed		3			
Action Plan Complete the action plan if you need to ree gaps. NB. Add any additional rows, if required.	Equality Groups Targeted			•		
Action Plan Complete the action gaps. NB. Add any additio	Action Required					
-1 n ficiencies in Public (Convenience	es F	Proc	urer	nen	t

9

57 Ri	5 2 Rick Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
pooqili9yij <u>E</u>	Impact: Impact: Impact: Impact:	hi c	•	· · · · ·	

5.7 Efficiencies in Public Conveniences Procurement

10

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER
Signature:
Full Name:Mark Banks
Unit:City Management & Communities
Email & Telephone Ext: <u>mbanks@westminster.gov.uk</u> x3369

Date of Completion (DD/MM/YY):10/11/15....

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk





EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

The Council also has a duty to foster good relations between different groups of people and to promote equality of opportunity.

Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making internal reorganisations that will result in staff changes including Transfer of Undertakings (TUPE), redundancies, change in job roles or terms and conditions.
- ElAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

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SEB will monitor compliance with the requirement to complete EIAs.

Title of Proposal
Commercial Waste Income (MTP Ref. 5.8)
Lead Officer
i. Mark Banks
ii. Head of Waste & Parks
iii. City Management & Communities
iv. mbanks@westminster.gov.uk
Has this project, policy or proposal had an EIA carried out on it previously? If yes,
please state date of original and append to this document for information.
Yes No X
Date of original EIA:
Version number and date of update
Version 1.0

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	1 What are you analysing?							
	 What is the project, policy businesses for collecting What is the purpose of the In what context will it ope What results are intended Why is it needed? To assi Who is it intended to ben Who, potentially, could the and how? Businesses the have to pay increased che 	their waste. a policy/pro- erate? Media d? Increased st the counc- efit and how his project, p at choose to arges.	ject/activity/strat um Term Plannin revenue il's financial posi /? Council – incre olicy or proposal use the council's	tegy? Increase rev g tion eased income have a detriment waste collection	venue al effect on, service will			
1.2	From a service user and staff perspective, does the project, policy or proposal have the potential to <u>disproportionately</u> impact on any of the following							
	groups? If so, is the impact positive or negative?							
	None Positive Negative Not sure							
	Disabled people	X						
9	Particular ethnic groups	X						

	Men or women (include impacts due to pregnancy/ maternity)	X		
	People or particular sexual orientation/s	X		
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	X		
	People on low incomes	X		
	People in particular age groups	X		
6	Groups with particular faiths and beliefs	X		
	Are there any other groups that you think may be affected negatively or positively by this project, policy or proposal?	Νο		

If the answer is "negative" or "unclear" consider doing a full EIA

1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and		
	communities will be?	x	
	None or minimal impact would be where there is		·
	no negative impact identified, or where there		4
	will be no change to the services for any groups.	r	
	Wherever a negative impact has been identified		
	you should consider undertaking a full EIA by		* •
	completing the rest of the form.	·	20 2

1.4	Using the screening and information in questions 1.2 and 1.3, should a full assessment be carried out on the project, policy or proposal?
1.5	How have you come to this decision?
	Charge increases will be applied equally (per bag, bin etc.) to all businesses choosing to use the council's services; whether large or small, local or multinational. Businesses can opt to use other waste collection companies and are not required to use the council service.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service. Complete this section if your proposal is service user related. If your proposal only affects staff, go to section 2.2

2.1	Build up a picture of who uses/w	will use your service or facility and identify who
	are likely to be impacted by the	proposal
		a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the e all boxes.
	How many people use the service	
	currently? What is this as a % of	
	Westminster's population?	
	Disabled people	
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	· · ·
	People who are proposing to undergo, are undergoing or have	
	undergone a process or part of a process of gender reassignment	
	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	- · · · · · · · · · · · · · · · · · · ·
	Any other groups who may be affected by the proposal?	

This section should be completed for all proposals that will impact on staff.

2.2	Build up a picture of the makeu affected.	ıp of the woi	rkforce pr	ofile in	the servi	ce	
	What is the workforce profile of						
	the service? As a percentage, how	Group	Servic	Service		Council	
	does this compare to the profile of		No	%	No	%	
T.K.	Westminster City Council	Age		æ		£	
	workforce?	16-24			35	2%	
		25-29			148	7%	
	• Age	30-44			893	43%	
	 Disability 	45-59	15		854	41%	
	• Gender	60-64			115	5%	
	Gender Reassignment	65 +	0		33	2%	
	Ethnicity	Disability					

	Pregnancy and Maternity	Yes	66	3%
	 Religion/Belief 	No	897	43%
	• Sex	Not Known	1115	54%
	 Sexual Orientation 	Ethnicity		
		Asian/Asian	145	7%
	a	British		
		Black/Black	416	20%
		British	5	
a		Mixed	62	3%
		White	1371	66%
		Other	42	2%
		Unknown	83	4%
		Gender	· · · · · · · · · · · · · · · · · · ·	
	×	Female	1192	57%
	÷	Male	886	43%
	- -	Pregnancy and Materni		
		·	gnant or on materr	nitv
			ected by this chang	-
)-
		Religion & Belief		
		There is insufficient data	to make on essee	mont on
		this characteristic. Any i		
				partor
			will be included	
		the consultation process	s will be included	
		Sexual Orientation	an a	monton
	а 	Sexual Orientation There is insufficient data	a to make an assess	
		Sexual Orientation There is insufficient data this characteristic. Any i	a to make an assess issues identified as	
		Sexual Orientation There is insufficient data this characteristic. Any i the consultation process	a to make an assess issues identified as	
		Sexual Orientation There is insufficient data this characteristic. Any i the consultation process Gender Reassignment	a to make an assess issues identified as s will be included	part of
		Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign	a to make an assess issues identified as s will be included nment is currently i	part of
		Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel	a to make an assess issues identified as s will be included nment is currently r y that this proposal	part of not l will
-		Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively	a to make an assess issues identified as s will be included nment is currently r y that this proposal or negatively on th	part of not I will e
-		Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic	a to make an assess issues identified as s will be included nment is currently i y that this proposal or negatively on the of gender reassign	part of not I will e ment.
~		Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process	a to make an assess issues identified as s will be included nment is currently r y that this proposal or negatively on the of gender reassign s should identify an	part of not l will e ment. ny issues
		Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
~	Jsing the information above, are	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
	Using the information above, are	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
a	any groups of staff	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
a	any groups of staff disproportionately represented	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
	any groups of staff	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
	any groups of staff disproportionately represented compared to the Council workforce?	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
	any groups of staff disproportionately represented compared to the Council	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
	any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal?	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
	any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal? Will the reorganisation/restructure	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
2 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal? Will the reorganisation/restructure result in an increase or decrease in	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues
	any groups of staff disproportionately represented compared to the Council workforce? Does TUPE apply to this proposal? Will the reorganisation/restructure	Sexual Orientation There is insufficient data this characteristic. Any is the consultation process Gender Reassignment Data on Gender Reassign available but it is unlikel impact either positively protected characteristic The consultation process that need to be consider	a to make an assess issues identified as s will be included nment is currently n y that this proposal or negatively on the of gender reassign s should identify an red with regards to	part of not l will e ment. ny issues

	·	
Will the reorganisation/restructure	2 a	
result in changes in job roles or		
terms and conditions for staff? If		÷) ,
so, what changes are proposed?		

2.3	Summary (to be completed follo	owing analysi	s of the evide	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the				
	impact positive or negative?				
ан. -	Disabled people	×			
	Particular ethnic groups				
	Men or women (include impacts due				
	to pregnancy/maternity)				
	People of particular sexual		L ·		
	orientations				
	People who are proposing to				
	undergo, are undergoing or have				
	undergone a process or part of a	6			
	process of gender reassignment				
	People on low incomes				
	People in particular age groups				
	Groups with particular faiths and				
	beliefs		91		
	Are there any other groups that				
	you think this proposal may affect				
	negatively or positively?	.8			

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	Consultation Information This section should record the consultation activity undertaken in relation to this project, policy or proposal
	i. Who will you consult with? ii. How will you consult? (inc meeting dates, activity undertaken & groups consulted)
3.2	What might the potential impact on individuals, groups or staff be? Consider disability, race, gender, sexual orientation, transgender, age, faith or belief and those on low incomes and other excluded individuals or groups

*

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	the impact? (Remember to think of	impact, what can be done to reduce or mitigate about the Council as a whole, another service area may can help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
1	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential or ac action are you taking?	ctual effect on equality, what
	No major change (no impacts identified)	
	Adjust the policy/proposal	
	Continue the policy/proposal (impacts identified)	
	Stop and remove the policy/proposal	
4.3	Please document the reasons for your decision	
4.4	How will the impact of the project, policy or prop to reduce the impact be monitored?	osal and any changes made

4.5	Conclusion
	This section should record the overall impact, who will be impacted upon and the steps being taken to reduce/mitigate impact

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SECTION 5: Next Steps

lations or fill data	RAG	
teps to foster good re:	Completion Date (DD/MM/YY)	
have identified, take s	Name of Lead, Unit & Contact Details	
egative impacts you l	Resources Needed	
duce or remove the n	Intended Outcome	
Action Flan Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data gaps. NB. Add any additional rows, if required.	Equality Groups Targeted	
Action Flain Complete the action gaps. NB. Add any additio	Action Required	
ମ୍ମ n mmercial waste-inc	ome	

5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to	Current risk score	Further actions to be
		×	mitigate the risk	10	developed
R1.1	R1.1 [Enter risk here]	[Enter here the likely	[Record here any	[Using the key below,	[Enter here any actions
		impact if the risk came	actions already in place	enter the current risk	that can be developed
		to pass]	to reduce the risk]	score]	in future to reduce the
					risk identified]
				μ. H	
		2			
				5	



5.8 Commercial waste income

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER	1020
Signature:	
Full Name:Mark Banks	
Unit:City Management & Communities	
Email & Telephone Ext: <u>mbanks@westminster.gov.uk</u> x3369	
Date of Completion (DD/MM/YY):10/11/15	

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk

5.8 Commercial waste income

EQUALITY IMPACT ASSESSMENT TOOL

The council has a statutory duty to consider the impact of its decisions on age, disability, gender reassignment, pregnancy & maternity, race, religion or belief, sex (gender) and sexual orientation.

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Completing an Equality Impact Assessment (EIA) is the **simplest way** to demonstrate that the Council has considered the equality impacts of its decisions and it reduces the risk of legal challenge. EIAs should be carried out at the **earliest stages** of policy development or a service review, and then updated as the policy or review develops. EIAs must be undertaken when it is possible for the findings to inform the final decision. Keep all versions of your EIA. An EIA should be finalised once a final decision is taken.

When should you undertake an EIA?

- You are making changes that will affect front-line services
- You are reducing the budget of a service, which will affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles (particularly if it impacts on frontline services).
- EIAs also need to be undertaken on how a policy is implemented even if it has been developed by central government (for example cuts to grant funding)
- Section 1 of the EIA Tool: Initial Screening, will help you decide whether a full EIA is necessary

Who should undertake the EIA?

• The person who is making the decision or advising the decision-maker

Further Guidance

- Step-by-Step Guidance to the questions
- An EIA e-learning module is available for all Westminster staff: www.learningpool.com/westminster/course/view.php?id=159

Please contact the Equalities lead to inform them when you begin and then complete an EIA: equalities@westminster.gov.uk

SEB will monitor compliance with the requirement to complete EIAs.

1

Title of Proposal

Energy Efficient Street Lighting: MTP Proposal 5.11

Lead Officer

- i. David Yeoell/Sally Keiller
- ii. Head of Infrastructure & Asset Management/ Head of Contracts, Highways Infrastructure and Public Realm
- iii. City Management and Communities
- iv. <u>dyeoell@westminster.gov.uk</u>, 020 7641 2622 skeiller@westminster.gov.uk, 020 7641 3808

Has this project, policy or proposal had an EIA carried out on it previously? If yes, please state date of original and append to this document for information.

Yes 📃 XNo

Date of original EIA:

Version number and date of update

You will need to update your EIA as you move through the decision-making process. Record the version number here and the date you updated the EIA. Keep all versions so you have evidence that you have considered equality throughout the process.

Version 1–24 November 2015

SECTION 1: Initial screening: Do you need to complete an Equality Impact Assessment (EIA)?

Not all proposals will require an EIA, this initial screening will help you decide if your project or policy requires a full EIA by looking at the potential impact on any equality groups.

1.1	What are you analysing?
	 What is the project, policy or proposal?
	This EIA covers the proposal to change the current street lighting to LED technology.
	 What is the purpose of the policy/project/activity/strategy?
	These proposals are aimed at implementing the change through replacing lanterns with LED
	lamps thereby achieving reduced energy and maintenance costs and meeting medium term
	savings targets.
	 In what context will it operate?
	This proposal has a unique Business Case and will have its own project plan, governance and
	and implementation process. This Business Case will operate as the overarching monitoring
	tool for implementation and monitoring of the individual proposals.
	 What results are intended?
	The intended result of the proposals are :
	 To achieve a medium term saving in revenue funding of £140k over three years from
	2015/16 across City Management and Communities
	 To deliver services in the most co-ordinated and efficient manner
	To minimise impact on service levels
	 To deliver where possible an improved customer service and minimise the impact on
	Westminster's Businesses, Residents and Tourists
	 To adopt new technology to improve efficiency and customer service

· ·	 Why is it needed? Central Governments reduction for Local Authorities. As a condition of the control of the control	nsequence, add nities from 20 rings will lead t This proposal or Cabinet Mer enefit and ho	ditional revenue s 15/16 in order to to further structu commenced in Ju mber decision an w?	savings need to be b help close this fu iral problems with uly 2015 in order id to start deliver	e found across inding gap. hin to allow time savings from
	• Who, potentially, could and how? LED lamps through out light to appearance. There is however A member of the public should	wards the blue no detriment <i>have a good g</i>	e end of the spec al affect. Trasp of the propo	trum which has a osal after reading	'colder' this section.
1.2	Does the project, policy of				THE REPORT OF THE PARTY OF THE
	impact on any of the follo negative?	wing groups	s? If so, is the i	mpact positive	or
	negativer	None	Positive	Negative	Not sure
	Disabled people	x			
	Disabled people Particular ethnic groups	x x			
	· · ·				
	Particular ethnic groups Men or women (include impacts due to pregnancy/	x			
	Particular ethnic groups Men or women (include impacts due to pregnancy/ maternity) People or particular sexual orientation/s People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender				
	Particular ethnic groups Men or women (include impacts due to pregnancy/ maternity) People or particular sexual orientation/s People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment				
	Particular ethnic groupsMen or women (include impacts due to pregnancy/ maternity)People or particular sexual orientation/sPeople who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignmentPeople on low incomesPeople in particular age				
	Particular ethnic groupsMen or women (include impacts due to pregnancy/ maternity)People or particular sexual orientation/sPeople who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignmentPeople on low incomes				
	Particular ethnic groupsMen or women (include impacts due to pregnancy/ maternity)People or particular sexual orientation/sPeople who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignmentPeople on low incomesPeople in particular age groupsGroups with particular faiths				
	Particular ethnic groupsMen or women (include impacts due to pregnancy/ maternity)People or particular sexual orientation/sPeople who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignmentPeople on low incomesPeople in particular age groupsGroups with particular faiths and beliefsAre there any other groupsthat you think may be affected negatively or				

If the answer is "negative" or "unclear" consider doing a full EIA

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1.3	What do you think that the overall	None / Minimal	Significant
	NEGATIVE impact on groups and communities will be?	x	
	None or minimal impact would be where there is no negative impact identified, or where there will be no change to the services for any groups. Wherever a negative impact has been identified you should consider undertaking a full EIA by completing the rest of the form.		
1.4	Using the screening and information in quassessment be carried out on the project, Yes No x		
1.5	How have you come to this decision?		
	This Business Case/proposal is an overarching fram and Communities is responding to savings required on groups or communities.		
A			e.

SECTION 2: EQUALITY IMPACT ASSESSMENT Building an Evidence Base: What do you know?

This section will help you build your evidence base and interpret what the likely impact will be of your service.

2.1	are likely to be impacted by the	지수는 것은
		a about a particular group then use the results of local surveys tional trends or anecdotal evidence (indicate where this is the re all hoxes.
	How many people use the service currently? What is this as a % of	A million visitors each day to Westminster will all interact at some point with the services linked to the
	Westminster's population? Disabled people	proposals. This is 4.4 times the resident population.
	Particular ethnic groups	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientations	
	People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment	
	People on low incomes People in particular age groups	
6	Groups with particular faiths and beliefs	
	Any other groups who may be affected by the proposal?	

2.2	Summary (to be completed foll	owing analysi	s of the evider	nce above)	
	Does the project, policy or proposal	None	Positive	Negative	Not sure
	have the potential to have a				
	disproportionate impact on any of				
	the following groups? If so, is the			* u	
5-	impact positive or negative?			<i></i>	
	Disabled people	x			
	Particular ethnic groups	x			
	Men or women (include impacts due	x			
	to pregnancy/maternity)				
	People of particular sexual	x			
	orientations				
	People who are proposing to	x			
	undergo, are undergoing or have		÷		

	undergone a process or part of a process of gender reassignment			
	People on low incomes	x		s
	People in particular age groups	X		
с.	Groups with particular faiths and beliefs	x		
e	Are there any other groups that you think this proposal may affect negatively or positively?	x		

SECTION 3: Assessing Impact

In order to be able to identify ways to mitigate any potential impact it is essential that we know what those potential impacts might be.

3.1	 policy or proposal i. Who have you consulted with? No consulation has been req require consultation, this wil and any other group identified 	ion activity undertaken in relation to this project, uired to date but where the individual intitatives I take place with residents groups, disabled groups ed as affected. ing dates, activity undertaken & groups consulted)
22	What might the potential impact	on individuals or groups be?
3.2		orientation, transgender, age, faith or belief and
	Generic impact (across all groups)	
	Men or women (include impacts due to pregnancy/maternity)	
	People of particular sexual orientation	
	People who are proposing to undergo, are undergoing or have	
	undergone a process or part of a process of gender reassignment	
	Disabled people	
	Particular ethnic groups	
1	People on low incomes	
	People in particular age groups	
	Groups with particular faiths and beliefs	
	Other excluded individuals and groups	

SECTION 4: Reducing & Mitigating Impact

As a result of what you have learned, what can you do to minimise the impact of the proposed changes on equality groups and other excluded / vulnerable groups, as outlined above?

4.1	the impact? (Remember to think a	impact, what can be done to reduce or mitigate bout the Council as a whole, another service area may can help to deal with any negative impact).
	Impact 1: [Insert impact here]	Consider options as to what we can do to reduce the impact
	Impact 2: [Insert impact here]	
	Impact 3: [Insert impact here]	
	Impact 4: [Insert impact here]	
	Impact 5: [Insert impact here]	

4.2	Now that you have considered the potential o	r actual effect on equality, what
	action are you taking?	
	No major change (no impacts identified)	X
	Adjust the policy	
	Continue the policy (impacts identified)	
	Stop and remove the policy	
4.3	Please document the reasons for your decisior	
4.4	How will the impact of the project, policy or p	roposal and any changes made
	to reduce the impact be monitored?	
4.5	Conclusion	
4.5	This section should record the overall impact, who will b	a impacted upon and the store being
	taken to reduce/mitigate impact	te impacted upon and the steps being
8.		

SECTION 5: Next Steps

	ill data					
	lations or J			RAG		
	Action Plan Complete the action plan if you need to reduce or remove the negative impacts you have identified, take steps to foster good relations or fill data			Completion Date (DD/MM/YY)		
411	have identified, take s		1.1	Name of Lead, Unit & Contact Details		14
	egative impacts you l			Resources Needed		
	duce or remove the n			Intended Outcome		
	plan if you need to re		NB. Add any additional rows, if required.	Equality Groups Targeted		
	Action Plan Complete the action	gaps.	NB. Add any additio	Action Required		
5.11	Energy	/ efficien	t stre	eet lights		

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5.2 Ri	5.2 Risk Table				
Ref	Risk	Impact	Actions in place to mitigate the risk	Current risk score	Further actions to be developed
R1.1	[Enter risk here]	[Enter here the likely impact if the risk came to pass]	[Record here any actions already in place to reduce the risk]	[Using the key below, enter the current risk score]	[Enter here any actions that can be developed in future to reduce the risk identified]
			-		



5.11 Energy efficient street lights

THIS SECTION TO BE COMPLETED BY THE RELEVENT SERVICE MANAGER

Signature:

Full Name:Sally Keiller.....

Unit: Highways Infrastructure and Public Realm, City Management and Communities

Email & Telephone Ext: 3808

Date of Completion (DD/MM/YY): 24/11/15

WHAT NEXT?

Please email your completed EIA to the Equalities Lead: equalities@westminster.gov.uk